GREAT HALLINGBURY MANOR

Christmas Booking Form

Please fill out & return to reception by email, post or in person

Organiser name:

Company name: (if applicable, will be displayed on tables)

Address:

Postcode:

Email:

Phone number:

Please tick which offer you would like to book: (Offer availability varies between hotels)

- *Christmas Party Nights*
- *Festive Lunch/Dinners*
- *Two/Three Night Christmas Break*
- *Christmas Day*
- *Festive Afternoon Tea*
- *Boxing Day*
- *Twixmas Stay*
- *New Years Eve Celebrations*
- *New Year's Eve Getaway*

Date/Time you are provisionally booking for:

Number of guests:

Signature of booker:

Prefered contact method:

Comments:

This is only a provisional booking. After reciept of your booking form, the hotel will contact you to confirm availability and your booking. Please wait for confirmation before making other arrangements. This form can be submitted by email, in person, or by post. All contact details can be found on our website **www.suryahotels.co.uk**.Terms and conditions apply, please see page 2 for details.

TERMS & CONDITIONS

DEPOSITS
Please complete, sign and return the booking form confirming the party numbers (scans are acceptable) to the hotel within 7 days of making the provisional booking along with a non-refundable deposit of £10.00 (includes VAT) per person. Deposits paid will be forfeited against any future reduction in numbers and cannot be transferred to cover food or drinks for other members of your party.

MENU SELECTION
All guests will need to select their individual menu choices & provide any dietary requirements in advance of the event. These pre-orders will be required 28 days prior of the event using the form provided.
All guests will be provided with a namecard with their menu choice included on the night. Any special menu requests are subject to availability and will need to be confirmed via our kitchen whether possible

FINAL INVOICE
Final numbers and full pre-payment is required 28 days prior to the event. Any additional numbers over and above those advised at the time of booking are subject to availability and at the discretion of the hotel management. The number of guests for final numbers will be the minimum number invoiced for at the party night event price less the deposit received. This invoice is fully payable even if numbers decrease after this time. Full payment of this invoice is due immediately. Non-payment will result in cancellation of your booking.
The final balance is non-refundable and non-transferable.
Payments for non-arrivals are forfeited and cannot be transferred.

PAYMENT METHODS
We accept payment by cash, credit card or by direct transfer into our bank account.
We cannot accept multiple payments against one invoice.

CANCELLATION BY THE HOTEL
If the hotel has to cancel any booking due to unforeseen circumstances, an alternative date will be offered or a full refund given.

CANCELLATION BY THE CLIENT
If the party/whole group is cancelled less than 8 weeks before the party night by the client after a signed booking form and deposit has been received, the places will be fully payable at the full event price unless the places can be re-sold by the hotel.

LIABILITY OF THE HOTEL
Any damage to the building or its contents is the full responsibility of the client and repair orreplacement must be paid in full.

DRINK PRE-ORDERS
To keep queues at the bar to a minimum we strongly advise you to pre-order drinks for the tables. These pre-orders must be received no later than 14 days prior to your party night. These drinks will be ready on your table for your arrival.

TABLE AND SEATING PLAN
Parties of 10 or more may be seated on more than one table.
Table plans may be requested in advance of the event.
Smaller parties may be combined with others where appropriate.

PRIVATE NIGHTS
All nights are available as shared party nights unless requested otherwise.
If you wish to book a night as a private party this will be subject to availability and minimum numbers attending.

SURYA HOTELS

Internal use only

Date receieved:

Processed by:

Deposit paid:

Notes: